

First Steps Enterprise Limited: footprints@hattonhill

Job Title: Nursery Manager

Pay: Range between £20,000 and £23,000 pro-rata, depending upon experience and skills

Hours: 35-37.5 hours per week (term-time only, 38.4 weeks)

Base: footprints@hattonhill Pre-School, based in Hatton Hill Primary School

Footprints@hattonhill is an exciting new nursery, due to open early in 2020, based in Hatton Hill Primary School in Ford, Litherland, near Bootle in Merseyside. It will be a 28-place nursery, caring for children aged 2 to under 5. We are looking for an experienced, hard-working Nursery Manager, with good leadership skills and a strong knowledge of learning and development in the Early Years Foundation Stage. Some of time will be required to spend time working in the setting and act as a key person for some of the children. Therefore, the ability to manage time, staff and tasks well is important.

Aims of Post

- To lead and manage the nursery, ensuring that children, parents and the staff team work together to provide high-quality childcare.

Responsible to:

- Employer – First Steps Enterprise Company Deputy Manager

Responsible for:

- Childcare Practitioners

Main Responsibilities

1. To lead early years/childcare sessions in the pre-school setting, delivering high quality early years care in line with the Early Years Foundation Stage, promoting parent & child interaction and the development of the child.
2. To lead on planning and review with a strong emphasis to ensure good learning and development outcomes
3. Work with the Company Deputy Manager to ensure compliance with all regulations and recommendations determined by OFSTED via the Early Years Foundation Stage in matters relating to the required standards, inspection and other associated issues.
4. To work within the framework of Safeguarding Children and Child Protection policy and procedures.
5. To manage occupancy of nursery places and liaise with families.
6. To observe children through play to identify their individual needs.
7. To be in setting and act as a key person for some children
8. To undertake moderation of files across the setting.

9. To ensure staff team are carrying out observations, evaluations and completing next steps of children's learning.
10. To ensure appropriate planning and regular progress tracking is in place for all children, utilising systems as implemented by the company.
11. To ensure support mechanism are in place for children with additional needs (with support from the Deputy Manager) and liaise with relevant agencies
12. To attend CAF review meetings as agreed with the Deputy Manager.
13. To act as SENCO lead supported by the company Deputy Manager.
14. To ensure the nursery room is welcoming, stimulating and that display boards are kept up to date.
15. To maintain good partnerships with the school team to ensure a welcoming and friendly environment for children and families at all times.
16. To provide regular feedback to parents about their child's development and progress.
17. To attend staff meetings and planning meetings as required by the deputy manager to moderate children's progress.
18. To ensure that the nursery is fully resourced with essential items to allow for full implementation of the Early Years Foundation Stage and Health & Safety legislation.
19. Carry out day-to-day administration and record keeping utilising systems implemented by the company. Purchase of snacks via agreed systems. Managing a small budget.
20. To have clear knowledge of procedures to be followed in case of emergency e.g. Fire, accident, completing and submitting relevant paperwork.
21. Carrying out all responsibilities and activities within an inclusive equal opportunities framework.
22. The post holder will be expected to take full responsibility for ensuring they are up to date with current childcare issues.

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be requested
- Qualification checks will be undertaken
- Eligibility to work in UK
- Other checks may be undertaken

PERSON SPECIFICATION – ESSENTIAL (or working towards)

Qualifications & Training

- NVQ level 3 or higher qualification in childcare
- A current first aid certificate (can be arranged if expired) and willingness to be an appointed person in first aid administration
- Food Safety certificate (can be arranged if expired)
- Willingness to participate in relevant training and development opportunities

Experience

- A minimum of 1 years, experience post-qualified working with 2-3-year-old children
- Experience of implementing policies and procedures in accordance with current legislation.
- Experience of delivering a high-quality learning environment through good interaction and planned activities based on observations
- Some experience of being in a position of responsibility an advantage*

Skills/Knowledge/Aptitudes

- Strong learning and development knowledge in line with the Early Years Foundation Stage
- Ability to lead a small staff team well and work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children.
- Good communication, interpersonal and organisational skills.
- Experience of working within or implementing effective key worker systems.
- Good understanding of Development Matters in the Early Years Foundation Stage framework.
- Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development.
- Ability to promote a positive ethos and role model positive attributes
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning
- Able to demonstrate an up to date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

Team Working

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Adaptability

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Professional Values and Practice

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.
- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues

(* denotes desirable)

OTHER DETAILS

- Salary £20,000 - £22,500 pro-rata, depending on experience and skills, evened out of the year. This is term-time only. So for example, 38.4 weeks of 52.14 weeks based on £20,000 is £14,729. Annual leave allowance is added to this as leave cannot be taken in term-time
- 35-37.5 hours per week, term-time only between the hours of 7.30 and 6pm (there will be two shift patterns)
- Annual leave based on number of hours worked per week within a timeframe each year. This is done on a pro-rata basis of 25 days leave/175 hours. It cannot be taken in term-time and instead is added to the wage. In the above example, this is an additional circa £1,471 per annum to the above figure. The total wage is then divided into equal monthly payments over each year's timeframe.
- Pay is monthly.
- Place of work: footprints@hattonhill, Hatton Hill Primary School, Ford, Litherland, Merseyside.
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here - <https://firststepsenterprise.co.uk/vacancies/>